

**CITY OF MELVILLE  
BYLAW NO. 14/2024**

**A BYLAW TO SET RATES TO BE CHARGED FOR ANY SERVICE FEE THAT IS  
NOT COVERED BY ANY OTHER BYLAW BY THE CITY OF MELVILLE**

**WHEREAS**, pursuant to Section 8(1) of *The Cities Act* a city has a general power to pass any bylaws for city purposes that it considers expedient in relation to matters respecting the City;

**NOW THEREFORE**, the Council of the City of Melville, in the Province of Saskatchewan, hereby enacts as follows:

**1. PURPOSE**

The purpose of this bylaw is to set rates to be charged for equipment, facility and land rentals, cemetery, signage, waste and recycling, land sales, licensing fees, custom work, labour, sewer and water connection, and any other service fee that is not covered by the City of Melville's Bylaws.

**2. EQUIPMENT RENTALS**

Tractor – PTO front and back	\$176.00/hr
Air Compressor	\$270.00/day
Air Compressor & Jack Hammer	\$201.00/hr
All Terrain Vehicle (ATV)	\$350.00/day
ATV with sprayer trailer and chemical	\$200.00/hr
Backhoe – Cat 420	\$252.00/hr
Wooden Barricades	\$10.00/day
Chain Saw	\$55.00/hr or \$165.00/day
Concrete Chainsaw (plus the cost of the valve trailer), plus the cost of chain	\$165.00/hr or \$440.00/day
Concrete Chainsaw Chain per rental	\$110.00
Concrete Saw plus the cost of diamond blade	\$49.50/hr or \$159.50/day
Diamond Blade for Concrete Saw	\$47.50 per rental
Compactor (jumping jack)	\$38.50/hr or \$110.00/day
Plate Tamper (100lb-200lb)	\$42.00/hr or \$130.00/day
Plate Tamper 1,000lb+	\$330.00/day
Smooth Drum Roller	\$175.00/hr
Sheepsfoot Roller	\$225.00/hr
Front End Loader – Case 570	\$225.00/hr
Front End Loader – John Deere 524	\$250.00/hr
Front End Loader – Cat 938	\$275.00/hr
Generator < 6 watts	\$110.00/day
Generator > 6 watts	\$220.00/day

Grader – JD 770	\$239.00/hr
Hedge Trimmer (Gas)	\$55.50/hr
Hilti Jackhammer	\$88.50/hr
Air Jack Hammer	\$49.50/hr or \$154.00/day
Road Boss	\$55.00/hr Plus Rental of tractor
Man Lift Truck	\$225.00/hr
Metal Detector	\$33.00/day
4" Mobile Pump	\$49.50/hr or \$275.00/day
Mowers (5ft & 6ft) – Diennes	\$98.00/hr
Mower 15 ft (plus cost of tractor)	\$88.00/hr
Pole Saw	\$60.50/hr or \$165.00/day
Sand bags with sand	\$13.20/bag
Sander Truck (sand quantity at cost recovery)	\$147.00/hr
Pulse Jet De-icer	\$27.50/hr
Sewer Eel	\$105.00/hr
Sewer Vactor Truck	\$355.00/hr
Steamer	\$215.00/hr
Steamer (Majikist – Waterline)	\$76.00/hr
Sewer Camera – Color	\$154.00/hr
Sewer Camera Sond Locator	\$55.00/hr
Copy of recorded sewer line CCTV	\$38.50
Sewer Tape	\$49.50/day
Skid Steer – John Deer 332	\$162.00/hr
Street Sweeper	\$250.00/hr
Stump Grinder with skid steer	\$195.00/hr
Tandem Gravel Truck	\$177.70/hr
Track Excavator John Deer 240	\$370.00/hr
Trackless MTV	\$132.00/hr
6" Pump	\$108.00/hr or \$506.70/day
Tree Chipper	\$75.00/hr + Truck
½ Ton Truck	\$75.00/hr or \$192.50/day if over three hours
¾ Ton Truck	\$100.00/hr or \$220.00/day if over three hours
1 Ton Truck	\$105.00/hr
2 Ton Truck	\$125.00/hr
Electric Sump Pump	\$33.00/hr or 110.00/day
2" Trash Pump	\$75.24/day
3" Trash Pump	\$95.40/day
4" Trash Pump	\$169.32/day
Valve Exerciser (power)	\$133.00/hr or \$440.00/day
Water Truck & Pump	\$137.00/hr plus the cost of water

Weed Eater	\$50.00/hr or \$165.00/day
Welder/Generator Trailer	\$150.00/hr
Trench Cage	\$750.00/day
Hydrant Meter – Plus water consumption at bulk water pricing.	\$115.00/day
Car Trailer	\$110.00/day
Construction Fencing (per panel)	\$11.00/day
Water Valve Wrench	\$33.00/day
Push Lawn Mower	\$16.50/hour
Electric Pressure Washer	\$47.00/hour
Heated High Powered Pressure Washer	\$95.50/hour
Cost for fuel for small equipment if rented and returned not full.	\$3.85 per liter

**Note: PST and GST will be added to all of the above rates for equipment rentals where applicable.**

All City equipment used for custom work will be used as per the discretion of the City of Melville management and under the following provisions:

- (a) All equipment and vehicles for custom work and bylaw enforcement will be operated by a certified and approved City of Melville employee (unless otherwise waived by the Director of Public Works and Planning Services) at a rate of the equipment and employee's hour wage plus 30% for overhead costs.
- (b) If the City is required to hire a contractor to assist in custom work or bylaw enforcement, the costs associated with completing the works shall be billed to the property owner, plus a 15% administrative fee.
- (c) Any costs associated with work completed for bylaw enforcement is the responsibility of the property owner, such as but not limited to; landfill tipping fees, tow truck fees, pest control, washing, impound fees, etc.
- (d) Hand tools may be rented out under the discretion of the Public Works Director or Manager and charged rates as per this bylaw.
- (e) All staff will be charged out at a minimum of 2 hours, and all equipment is charged out at a minimum of 1 hour.
- (f) All City staff required to complete custom work or bylaw enforcement outside of normal business hours (Tuesday through Friday 6:30 a.m. to 5:00 p.m.), on weekends or stat holidays shall charge a minimum of three (3) hours at the overtime rate for staff and two (2) hours for equipment.
- (g) Anyone renting equipment that does not require the operation of City personnel shall fill out and sign a rental agreement (Appendix A) and is

responsible to pay for all lost/stolen or damages to equipment, this may include the entire replacement of the equipment.

- (h) For out of City Use, mileage rates for light and heavy trucks are as follows:
  - i. Light Trucks (1 ton and under) – current provincial mileage rate per km;
  - ii. All Other Trucks and equipment – Hourly rates will apply, with a minimum of one hour. All applicable taxes are extra.
- (i) All small equipment will be full of fuel upon rental, equipment returned empty will be charged to fill the equipment to full at the rates stated within this bylaw. All custom work fuel is included in the equipment rate.
- (j) In town delivery and pickup of any equipment will be subject to a \$75.00 charge per trip.

### **3. PORTA POTTY**

- (a) Porta Potty's are not available for rental outside of City Limits.
- (b) \$200.00 per day within City limits. Delivery, pickup and clean out is included in the rate.

### **4. SEWER AND WATER CONNECTION**

All water and sewer connections require a pre-payment of \$2750.00. Each individual water and sewer connection shall be billed out at a cost of \$195.00 per linear foot plus GST and PST as applicable less the \$2,750.00 pre-payment. If the actual cost of the connection is less than \$2750.00, the difference will be refunded to the customer. If the water service and sanitary service is replaced at the same time, the cost for each service line will be billed out at a rate of \$155.00 per linear foot plus applicable taxes. Minimum costs for replacement of water service or sanitary service is \$2,250.

The normal work period for installation or replacement of service connections is from May 15 through November 15 of each calendar year, except in emergency situations. If the customer requests the City to replace the service line(s) outside of frost-free conditions, each water and sewer connections replacement shall be billed at a cost of \$295.00 per linear foot plus GST and PST as applicable.

Relining existing Sanitary Service shall be billed at a rate of cost recovery per linear foot and will require a pre-payment of \$3,000.00. Minimum costs for replacement of water service or sanitary service outside of frost-free conditions is \$2,750.00

## 5. CURB REMOVAL

Curb Removal is \$50.00 per linear foot plus GST and PST as applicable. Curb must be replaced/repoured within 6 weeks of removal. Failure to do so will result in the City undertaking the work and the contractor/property owner will be billed for the work.

## 6. LAND RENTAL

Pasture Land / Hay land	\$32.00 per acre
Cultivated Land	\$42.00 per acre
Minimum charge per land rental/per lot	\$100.00

City Council may by resolution reduce the said rates in consideration of services, improvements to and/or upgrading of said land.

All land tenancies shall be reviewed yearly by Council during each winter season, and at the discretion of Council all continuing tenants shall be sent a rental renewal in March of each year for the current years land rental charges. If the rental charges have not been paid by the middle of April, the land lease will be terminated effective April 30<sup>th</sup> of the same year and the land will be advertised for rent.

All tenants shall be notified within the rental renewals that they shall and will not assign any portion of the term of their lease, nor sublet any portion of the land to any other person without written permission of City Council.

## 7. COMMERCIAL/INDUSTRIAL LAND RENTAL

All commercial land shall be rented out at a yearly rate of 12% of the assessed value plus the equivalent of all current taxes.

## 8. SIGN RENTALS

Billboard Sign	\$550.00
½ Billboard Sign	\$325.00
Portable Sign	\$70.00 per month or \$300.00 from January to June inclusive and \$170.00 from July to December inclusive.
Public Use Property Permit and Sandwich Boards	No Cost

## 9. CITY HALL RENTALS

Auditorium	Regular Rate: \$50.00 per hour or \$165.00 per function day Youth Rate: \$22.00 per hour or \$75.00 per function day
Auditorium – Melville Dance Association	As per agreement.
Meeting Room(s)	\$22.89 per hour or \$79.84/day. \$10.40 per hour for non-profit
Office Space(s)	\$305.00/month per office space

**Note: GST will be added to all of the above rates for the use of the Auditorium.**

**Set-up/Clean-up is included in the above facility rental fees. The use of Tables and Chairs will be included in the rental on the condition that they are available. If another function is taking place in a City facility on the same day priority will be given to the function that was booked first. Additional tables and chairs will be the responsibility of the person/organization renting the facility.**

### Provisions for setting up for a function:

There will be no charge for setting up for a function, such as a wedding, providing that the set up takes place no earlier than the day prior to the function day or dates.

Anyone wishing to set up prior to a function booking must wait until after any other bookings are finished using the auditorium.

## 9. SWIMMING POOL FEES

Daily Rates:	Preschool (Ages 1 to 3)	Free
	Children/Students	\$7.00
	Adult/Seniors	\$9.00
	Bulk Pass- Up to 4 people from the same household with a maximum of 2 adults	\$26.00
Season Passes:	Preschool (Ages 1 to 3)	Free
	Children/Students	\$125.00
	Adults/Seniors	\$180.00
	Bulk Pass- Up to 4 people from the same household with a maximum of 2 adults	\$325.00
8 Day Pass:	Child/Student	\$52.00
	Adult/Senior	\$57.00
	Bulk Pass- Up to 4 people from the same household with a maximum of 2 adults	\$175.00
Rentals:	Youth 1-37 Swimmers (2 LG)	\$112.00/hr (plus GST)
	Youth 40-79 Swimmers (3 LG)	\$164.00/hr (plus GST)
	Youth 80-119 Swimmers (4 LG)	\$216.00/hr (plus GST)
	Youth 120+ Swimmers (5+ LG)	\$268.00/hr (plus GST)
	Adult	\$166.00/hr (plus GST)
Swimming Lessons:	Parent & Tot	N/A

	Preschool Levels 1-5	\$75.00
	Swimmer Levels 1-6	\$75.00
	Rookie, Ranger & Star Patrol	\$80.00
	Bronze Medallion/Cross	\$150.00(plus books)
Private Lessons:	Youth & Adult – ½ hour	\$45.00
	Youth & Adult – 1 hour	\$60.00

**Note: Rates include GST unless specified above.**

#### 10. MERV MOORE SPORTSPLEX RENTAL FEES

Minor Sports/Youth	\$150.89/hr
Adult	\$209.67/hr
Schools	\$150.89/hr (same as youth rate)
Public Skating	Free of Charge
"Non-Prime Ice" (Monday - Friday from 7:00 a.m. -.3:00 p.m.):	
Minor Sports/Youth	\$105.82/hr
Adult	\$170.80/hr
Off Season Rentals:	
Youth	\$70.11/hr or \$554.07/day
Adult	\$107.72/hr or 776.01/day
Mezzanine	\$55.13/hr or \$195.27/day or \$84.95/evening
Mezzanine with liquor	\$207.03/function
Additional usage after Midnight	\$53.45/hr
Additional Charges:	
Set Up and/or Clean up	\$42.81/hr/staff
Electrical Hook-Ups	At Cost of User
Stage Rental if not in use HCUC	N/A
Trailer Stage Rental	\$241.08
Storage Room (When available deemed by Recreation Manager)	\$1.15 sq/ft per Month

**Note: GST will be added to all of the above rates.**

**All Ice rates will be billed at 1.5x current rate for Statutory Holidays**

**NOTE: The use of Tables and Chairs will be included in the rental on the condition that they are available. If another function is taking place in a City facility on the same day priority will be given to the function that was booked first. Additional tables and chairs will be the responsibility of the person/organization renting the facility.**

## 11. MELVILLE COMMUNIPLEX

### (a.) Arena & Lobby Area

Minor Sports/Youth	\$162.75 /hr
Adult	\$226.67/hr
Schools	\$162.75 /hr (same as youth rate)
Public Skating	Free of Charge
"Rush Ice" (Monday – Friday 7:00 a.m. to 3:00 p.m.)	\$22.50 /person/hr
Non-Prime Ice Time (Monday – Friday from 7:00 a.m. – 9:00 a.m., 10:00 p.m. - Close):	
Minor Sports/Youth	\$114.14 /hr
Adult	\$193.75 /hr
Summer Ice 2024 (if available)	\$226.67 /hr
Spring Ice 2024 (if available)	N/A
Off Season Rentals:	
Arena Floor/Bowl	\$224.97 /hr or \$1574.81 /day
Lobby	\$40.96 /hr or \$257.46 /day (Public Access Permitted) \$162.75 /hr (Without Public Access Permitted)
Additional Charges:	
Set Up and/or Clean up	\$42.81 /hr/staff
Electrical Hook-Ups	At cost
Removal of Glass and Installation of Plexi Railings – Full Arena	\$7489.74
Removal of Glass and Installation of Plexi Railings - Horseshoe	\$2925.70
Lifting of Netting in the Arena	\$117.03
Stage rental & set up in arena	\$292.57
220 power hook up in arena	\$193.09
Storage Room (When available deemed by Recreation Manager)	\$1.15 sq/ft per Month

**Note: GST will be added to all of the above rates.**

**All Ice rates will be billed at 1.5x current rate for Statutory Holidays**

### (b.) Convention Centre

Full Hall	\$1033.85
½ Hall (100-150 people)	\$550.73
½ Hall (1-99 people)	\$314.87
Per Hour	\$157.21



Prior Day Set-up Fee (included at no cost if rental is 2 or more full days)	\$285.43
220 power hook up in convention centre	\$200.00

**Note: GST will be added to all of the above rates.**

**Youth groups using the convention centre will be charged 50% of the full rates as per motion 152-12.**

**(c.) Conference Centre (1-55 person capacity)**

Per Day	\$130.15
Per Hour	\$43.18
Non Profit Rate Per Hour	\$12.00

**Note: GST will be added to all of the above rates.**

**(d.) Cardiac Care (1-75 person capacity)**

Per Day	\$181.13
Per Hour	\$54.87

**12. CHAIR AND TABLE RENTAL (WOOD AND METAL ONLY)**

Chairs	\$3.00/chair for 3 days, + \$1.00/extra day (Wooden Chairs only at Manager's discretion)
Tables	\$15.00/table for 3 days + \$5/extra day (Wooden tables only at Manager's discretion)
Delivery and Pickup (within City limits only)	\$110 during normal working hours

**Note: The Melville Millionaires Junior "A" Hockey Club have use of the Tables free of charge for any Melville Millionaires events or functions.**

**13. BASEBALL DIAMONDS (TOURNAMENT OR LEAGUE FEES)**

Per Season	\$850.00 per diamond
Per Day	\$110.00 per diamond

**14. CEMETERY RATES**

*Niches and Plots may be purchased at City of Melville Administration Office*

	<b>2025</b>
<b>Cemetery Plot</b>	\$1355.00
<b>Veteran Plot</b>	Free
<b>Baby/Child Plot</b>	\$600.00
<b>Perpetual Care</b>	\$500.00
<b>Grave Opening &amp; Closing Summer Month April 1 – Oct 31</b>	\$1010.00

Grave Opening & Closing Winter Months Nov 1 – March 31	\$1532.00
Cremation Opening & Closing Summer Months April 1 – Oct 31	\$450.00
Cremation Opening & Closing Winter Months Nov 1 – March 31	\$670.00
Surcharge Weekends Holidays Weekdays after 4p.m.	\$540.00
<b>Exhumations Adult/Baby/Child</b>	Cost incurred
Top Row	\$2900.00
2 <sup>nd</sup> Row	\$2700.00
3 <sup>Rd</sup> Row	\$2500.00
Bottom Row	\$1700.00
Memory Wall	\$275.00
Columbarium Opening/Closing	\$190.00
Bronze Plaque (11x7) on Memory Wall	Actual cost + 15% administrative fee
Memory Plaque – 4x6 Plaque (includes taxes, freight & install)	Actual cost + 15% administrative fee

*All columbarium niches may have up to two (2) urns interred. It is the licensee's sole responsibility to confirm the secure fit. First interment is included with the price of the niche. A second interment is subject to an opening and closing fee. Bronze memorial plaques are arranged and ordered strictly by the Director.*

#### 15. MELVILLE MUNICIPAL AIRPORT

Hanger and Parking of Aircraft	\$1,000.00
Commercial Usage	\$2,000.00

#### 16. WASTE AND RECYCLING FEES

<b>RESIDENTIAL WASTE AND RECYCLING REMOVAL FEES</b>	
<i>Property Type</i>	<i>Monthly Charge</i>
Residential ( <i>combined</i> )	\$31.53
Request an additional Garbage Cart	\$19.43

Request an additional Recycling Cart	\$12.10
Cart Replacement	\$110.00

**COMMERCIAL/BUSINESS WASTE AND RECYCLING REMOVAL FEES**

Annualized Frequency	Not Shared (monthly fee)		Shared (monthly fee)	
	Waste	Recycling	Waste	Recycling
< 52	\$20.84	\$39.67	\$11.17	\$16.94
52-78	\$28.91	\$52.44	\$15.80	\$27.56
104	\$36.64	\$69.25	\$23.39	\$35.97
156	\$50.43	\$103.54	\$27.30	\$41.69
208	\$69.92	\$134.47	\$32.81	\$50.43
312	\$106.91	\$192.29	\$35.64	\$63.87
416	\$127.74	\$248.76	\$56.48	\$82.02
624	\$167.75	\$376.51	\$80.01	\$154.64
936	\$363.06	\$642.76	\$109.59	\$354.32
>=1248	\$437.02	\$853.86	\$147.91	\$285.74

Annualized Frequency = Frequency of pick-ups per year x yard bin size

Frequency of pick-ups	
Every four weeks	13
Every two weeks	26
Every week	52
Twice a week	104
Three times a week	156

Businesses requiring an additional pick-up outside of their regular schedule will be charged \$4/yard for waste collection and \$7/yard for recycling collection.

All commercial/business properties that choose to opt out of utilizing the monthly recycling program will be charged a monthly rate of \$10.00 and may haul recyclable materials to the collection station located at the landfill at no additional charge.

For change outs of commercial waste or recycling bins a per collection or delivery charge will be levied at \$50.00 per bin.

## 17. LANDFILL FEES

<b>Residential Waste</b>	<b>Resident of Melville</b>	<b>Non-Resident of Melville</b>
Landfill Minimum Entrance Fee	\$18.00	\$36.00
½ Ton Trucks/Utility Trailers up to 50 sq ft.	\$18.00	\$36.00
1 Ton Trucks/Tandem Trailers (50-100 sq ft.)/Cube Van	\$48.00	\$106.00
2 + Ton Trucks/Utility Trailers over 100 sq ft.	\$95.00	\$200.00
Semi-Trailer Trucks/Roll-off Dumpsters	\$215.00	\$450.00
Small Animals (Under 20 kg.)	\$45.00	\$90.00
Large Animals (Over 20 kg.)	\$70.00	\$140.00
White Goods (including but not limited to; stoves, washers, dryers, furnaces, water heaters, fridges, freezers and air conditioners)	\$16.00 per item	\$37.00 per item
Clean Fill (dry)	No Charge	No Charge
<b>Construction &amp; Demolition</b>	<b>Rate</b>	
¼ & ½ Ton Trucks/Utility Trailers up to 50 sq ft.	\$64.00	
1 Ton Trucks/Tandem Trailers (50 – 100 sq ft.)/Cube Van	\$180.00	
2 + Ton Trucks/Utility Trailers over 100 sq ft.	\$292.00	
Semi-Trailer Trucks/Roll-off Dumpsters	\$636.00	
Dry - Clean Fill	No Charge	
<b>Recycling</b>	<b>Resident of Melville</b>	<b>Non-Resident of Melville</b>
Single clear bag (per)	Free	\$9.00
½ Ton Trucks/Utility Trailers up to 50 sq ft. (2.2 cubic yards)	Free	\$17.00
1 Ton Trucks/Tandem Trailers (50 – 100 sq ft.)/Cube Van (2.2 – 4.4 cubic yards)	Free	\$.34.00
2 + Ton Trucks/Utility Trailers over 100 sq ft. to a maximum of 150 sq ft.	Free	\$68.00
<b>Single Stream Recycling</b>		
Single clear bag (per)	Free	\$11.00
½ Ton Trucks/Utility Trailers up to 50 sq ft. (2.2 cubic yards)	Free	\$27.00
1 Ton Trucks/Tandem Trailers (50 – 100 sq ft.)/Cube Van (2.2 – 4.4 cubic yards)	Free	\$64.00
2 + Ton Trucks/Utility Trailers over 100 sq ft. to a maximum of 150 sq ft.	Free	\$127.00

*\*Only designated properties are eligible for free recycling dropped off at the landfill and must show proof of meeting the criteria of a designated property.*

## **18. RESIDENTIAL, COMMERCIAL AND INDUSTRIAL LAND SALES**

Land sale rates are determined by Policy A 230, the Land Sales, Leasing and Purchasing Policy.

## **18. PROPERTY ASSESSMENT APPEAL APPLICATION FEE**

Further to section 196(1) of *The Cities Act*:

There is a minimum base rate fee of \$200.00 for each property assessment appeal. On top of the base fee is a charge of \$50.00 per \$200,000 of assessment value to a maximum charge of \$750.00.

## **19. TAX CERTIFICATES AND ZONING COMPLIANCE CERTIFICATES**

\$50.00 per roll number.

## **20. NOTICE / BILL / INVOICE / RECEIPT REPRINT**

\$ 2.00 per copy of notice, bill, invoice and/or receipt.

## **21. ADMINISTRATIVE TIME**

\$50.00/hour for administrative time for tax enforcement, as per the *Tax Enforcement Act*.

## **22. TAX LIENS**

\$50.00 Administrative fee plus any other costs as deemed allowable in *The Tax Enforcement Act*.

## **23. TITLE TRANSFER FEE**

\$100.00 for the title of transfer plus any other costs associated with transfer. (ie: ISC etc.)

## **24. FIELD SHEETS**

\$40.00 per property title. No charge to local realtors, local law firms, local insurance agencies or property owners.

## **25. REPEAL BYLAW**

Bylaw No. 11/2023 is hereby repealed.


**26. COMING INTO FORCE**

This Bylaw shall come into force and take effect on and after on the 1<sup>st</sup> of January, 2025.

**INTRODUCED and READ A FIRST TIME** this 16<sup>th</sup> Day of December, 2024 A.D.

**READ A SECOND TIME** this 16<sup>th</sup> Day of December, 2024 A.D.

**READ A THIRD TIME AND PASSED** by consent of members present this 16<sup>th</sup> Day of December, 2024 A.D.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
City Clerk

**Certified a true copy of**  
**Bylaw No. 14/2024 adopted by**  
**Resolution of Council on the**  
**16<sup>th</sup> day of December, 2024**

  
\_\_\_\_\_  
**City Clerk**



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**APPENDIX A  
RENTAL AGREEMENT**

I \_\_\_\_\_, will be financially responsible for all repairs and/or  
(Please print)  
replacement as a result of damage to the equipment during the course of the rental agreement with the City of Melville, under the sole discretion of the Director of Public Works, Public Works Manager, or their designate.

Equipment being rented: \_\_\_\_\_ at a rate of: \$ \_\_\_\_\_

DURATION OF THE RENTAL: \_\_\_\_\_

DATE RENTED: \_\_\_\_\_ RETURN DATE: \_\_\_\_\_

PICKUP TIME: \_\_\_\_\_ AM/PM RETURN TIME: \_\_\_\_\_ AM/PM

**RENTER'S INFORMATION:**

Street Address: \_\_\_\_\_ Box #: \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Signature: \_\_\_\_\_ Photocopy of ID Provided: Yes/No

**CITY OF MELVILLE AUTHORIZATION SIGNATURE:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Please print)

Returned in good condition: Yes/No Initial of Manager: \_\_\_\_\_

*All Small equipment will be full of fuel upon rental, equipment returned empty will be charged if not returned full. All custom work fuel is included in equipment rate.*